



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742-0535

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

Dear Applicant,

Thank you for your interest in a **Van Driver** position with the Town of Concord's Council on Aging. We are accepting applications on an ongoing basis to develop a pool of candidates to consider when a vacancy occurs. If a position becomes available, all applications on file will be reviewed and the most highly qualified candidates will be invited to one or more interviews.

Enclosed with this letter is an application form, as well as a description of the duties and qualifications for this position. In order to be considered for this position, you must fully complete the enclosed application form and return it to the Town Human Resources Office. Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please **do not** include any information pertaining to age, race, color, religion, national origin, ancestry, gender, sexual orientation and physical/medical condition or history.

Once we receive your application, we will maintain it for a minimum of two years. If you gain additional qualifications or experience during that time, you may submit an addendum to your application. If you remain interested in the position but have not been hired during the two-year application retention period, please contact Human Resources to determine whether your application can be renewed. Again, thank you for your interest in the Town of Concord.

Sincerely,

Amy Foley
Human Resources Director

Enclosures (2)

*The Town of Concord
is accepting applications for the limited-status position of*

VAN DRIVER
COUNCIL ON AGING

Applications for this position are accepted on an ongoing basis to develop a pool of candidates to consider when a vacancy occurs. If a position becomes available, all applications on file will be reviewed and the most highly qualified candidates will be invited to one or more interviews.

4 - 6 days per month as arranged; additional days as needed.

\$12.50 per hour; not eligible for benefits.

APPLICATION PROCESS

All applicants are required to complete a Town application form available from the Concord Human Resources Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications on an ongoing basis, to best serve the interest of the community.

Applications will be maintained for a minimum of two years. Applicants may submit an addendum to their application if additional qualifications or experience are gained during that time. Prior to appointment, final candidates will be required to complete a number of pre-placement conditions including criminal background and motor vehicle records checks, as well as a physical and drug-screening test to the Town's satisfaction. Town-selected physicians will conduct such physical and drug-screening. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

VAN DRIVER

ABOUT THE POSITION

The Council on Aging van is available to all senior members of the community. Drivers will be assigned pickups by appointment or drive a van for COA sponsored day trips. Drivers may be called upon to assist a variety of passengers as they use the vehicle. Work is performed under the supervision of the Council on Aging Director.

EXAMPLES OF DUTIES

- Participate in any required training.
- Perform a daily pre-operations safety check.
- Maintain accurate daily logs on ridership and miles.
- Assist passengers on and off the vehicle as needed.
- Assist with the coordination of pick-up and delivery of passengers by taking into account appointment times, pick-up locations and destinations.
- Assist with the carrying of packages onto the van and into the homes of seniors as needed.
- Respond to emergencies in compliance with established procedures, including the completion of accident and/or incident reports.
- Exercise tact and courtesy in dealing with passengers.
- Report concerns about the safety and well-being of passengers to the appropriate COA staff.
- Operates the wheelchair lift as needed.

MINIMUM QUALIFICATIONS

- Possession of a valid motor vehicle operator's license.
- Familiarity with local roads.
- Ability to interact with elders.
- Ability to work independently.
- Ability to exercise good judgment.
- Ability to be trained in the operation of the wheelchair van.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # ()	_____	Cell # ()	_____
Email Address	_____		

Position Applying for: **VAN DRIVER**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM ____) ____ Word Processing / ____ Equipment/Programs ____ Shorthand (WPM ____)	____ 10 Key Calculator ____ Computers - ____ Equipment/Programs ____ ____ ____	Licenses: _____ _____ _____ _____ _____	Shop or Heavy Equipment: _____ _____ _____ _____ _____
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Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.